

LEARNING AND OD DIRECTOR

DISTINGUISHING FEATURES

The fundamental reason the Learning and OD Director exists is to plan, direct, and administer the Learning and OD Division in Human Resource Systems. This includes performing responsible professional-level work in developing and directing a comprehensive employee learning and development program and fostering a continuous learning environment. This classification is supervisory. Work is performed under general supervision of the General Manager, Human Resource Systems.

ESSENTIAL FUNCTIONS

Identifies performance needs of the City by analyzing organization results, best practice studies, job requirements, needs surveys, operational problems, business plans and forecasts, and current learning programs.

Develop, plan, and implement Division goals and objectives; recommend, implement, and administer policies and procedures.

Develop and administer the Learning and OD budget; forecast funds needed for staffing, equipment, materials, and supplies, monitor/approve expenditures and implement midyear adjustments.

Formulates Learning and OD policies and procedures by partnering with executive management.

Fosters the development of a learning organization and a continuous learning environment, which includes identifying people, processes, and technology necessary for implementation.

Supports organizational change and culture development to support the City's values and mission.

Satisfies learning needs by researching, designing, developing and implementing training interventions and introducing new trends in training and development technologies.

Manages the learning process by measuring and evaluating the results of training interventions; introducing new trends in training and development technologies.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Maintains a system to record all learning activity by designing and implementing a learning administration process.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

The techniques, principles, and methods used in employee learning and development programs.

Adult learning principles.

Organizational development.

Organizational strategy.

Instructional design and training.

Curriculum development.

Performance measurement.

Succession planning.

Competency development.

Learning program monitoring and evaluation methods and control systems.

Statistical analysis, methods and techniques.

Individual and group counseling techniques.

Ability to:

Accomplish objectives through innovative management techniques, promoting teamwork and continuous improvement.

Take a leadership role in furthering the City's values in the organization.

Foster and build a learning organization and a continuous learning environment.

Prepare clear, complete, accurate and logical written and oral reports using proper sentence construction, grammar and punctuation.

Listen and communicate effectively (verbally and in writing) and establish and maintain effective working relationships with City employees, other organizations and the general public.

Operate a variety of standard office equipment including a computer terminal and related software, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a Bachelor's degree in human resources, education and development, performance technology or organizational development plus seven years progressively responsible experience in learning and organizational development, including two years of supervisory responsibility.

FLSA Status: Exempt

HR Ordinance Status: Unclassified